

FORSCOM AC/RC RETENTION CHECKLIST FOR BRIGADE AND BATTALION STAFF ASSISTANCE VISIT

(FORSCOM Reg 601-68)

BRIGADE/BATTALION	DATE OF VISIT
COMMANDER	CAREER COUNSELOR

SECTION A - RETENTION OFFICE

ITEMS	YES	NO
1. Was a formal inbrief which included, as a minimum, program status, unit description, retention staffing, and major issues affecting the retention program, provided?		
2. Does the retention office provide privacy and is it adequate, neat, clean, and furnished consistent with other installation facilities?		
3. Are there sufficient signs throughout to identify the location of the office(s)?		
4. Is the retention office centrally located and convenient for the majority of personnel?		

SECTION B - SELECTION, ASSIGNMENT, UTILIZATION OF RETENTION OFFICERS AND CAREER COUNSELORS

ITEMS	YES	NO
1. Does the brigade/battalion have either a PMOS Career Counselor or fulltime reenlistment NCO assigned?		
2. If a PMOS Career Counselor, are they assigned/attached on orders for rations, administration, and UCMJ?		
3. If a fulltime reenlistment NCO is assigned, has an appointment been made in writing?		
4. Is fulltime reenlistment NCO free of additional/roster type duties?		
5. Does the command relieve or direct the relief of Career Counselors found unfit, unqualified, unable or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed in AR 601-280, para 9-7?		

SECTION C - REENLISTMENT PUBLICITY

ITEMS	YES	NO
1. Does the brigade/battalion receive Reenlistment Publicity Items (RPI) from higher HQ?		
2. Are reenlistment posters and displays featured in all locations frequented by enlisted soldiers?		

SECTION D - ADMINISTRATION

ITEMS	YES	NO
1. Is the brigade/battalion conducting quarterly training for its subordinate battalion/unit retention personnel?		
2. Are training records being maintained for 12 months, to include lesson plans, announcement memorandums, and a list of attendees?		
3. Has the brigade/battalion established a Retention Awards Program that provides recognition to individuals and subordinate commands for outstanding retention support and attainment of assigned retention missions and does it support current installation/corps/FORSCOM/HQDA goals?		
4. Has the brigade/battalion published a Retention Incentive Program which recognizes soldiers who either reenlist, enlist/transfer into a RC unit, or participate in the Bonus Extension and Retraining (BEAR) Program or other special programs?		
5. Is the brigade/battalion assigning quarterly objectives signed by the commander IAW FORSCOM MOI UP AR 601-280?		
6. Is the brigade/battalion retention office publishing statistics monthly to its subordinate commanders?		
7. Does the retention office maintain reenlistment eligibility rosters for 12 months?		
8. Are rosters correctly purified?		
9. Are copies of reenlistment contracts, waivers, annexes, and extensions properly completed and filed to include DA Form 4591-R, DA Forms 2-A and 2-1, all RETAIN processing actions, SIDPERS processing records (Personnel Transaction Register, P-11), justifications for extension and any other related documents for current and previous fiscal years?		
10. Are formal quarterly retention inspections being conducted by the brigade/battalion on its subordinate battalions/ units and do inspection reports contain indepth recommendations for corrective action?		
11. Are copies of quarterly inspections, to include scheduling memorandums, on file for the past 12 months?		
12. Does the brigade/battalion have a MOI or approved written plan for conducting retention during deployments, to include how the retention office will deploy, what means of communications will be available, transportation arrangements, and processing of retention actions?		
13. Is the BEAR Program administered IAW AR 601-280, para 6-9?		
14. Do BEAR extensions contain required data in the remarks block IAW FORSCOM MOI UP AR 601-280?		

SECTION D - ADMINISTRATION (Continued)			
ITEMS	YES	NO	
15. Can Career Counselors access and properly execute the programs within the RETAIN System?			
16. Are DA Forms 4591-R completed/reviewed by Career Counselors using the MPRJ and other required documents?			
17. Are Career Counselors familiar with DCSS counseling procedures?			
18. Is there an established bar tracking system?			
19. Are bars to reenlistment being reviewed in a timely manner?			
20. Are all RETAIN messages on file?			
21. Does the brigade/battalion meet required suspense dates to its higher HQ?			
22. Are related publications current, with changes posted, and available at the retention office?			
23. Are appointment letters for separating soldiers received in a timely manner?			
24. Are no-show letters received from the RC Career Counselor in a timely manner?			
25. Are no-shows being rescheduled by the RC Career Counselor within 10 days.			
26. Is the ETS status report, to include no-show rate, provided to commanders/Career Counselors monthly?			
27. Does the RC Career Counselor participate in retention training by presenting Transition Program information to commanders/retention personnel?			
SECTION E - ATTAINMENT OF OBJECTIVE			
	Initial	Mid-Career	Reserve Component
1. Quarter Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			
2. Year-To-Date Mission.			
a. Assigned			
b. Accomplished			
c. Percentage			
SECTION F - RECURRING DEFICIENCIES			
<i>(List deficiencies noted during previous inspections which have not been corrected.)</i>			

SECTION F - RECURRING DEFICIENCIES (Continued)
(List deficiencies noted during previous inspections which have not been corrected.)

SECTION G - EVALUATION OF REENLISTMENT PROGRAM

1. REMARKS

SECTION G - EVALUATION OF REENLISTMENT PROGRAM (Continued)

2. RECOMMENDATIONS

☐

COMMENDABLE

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SATISFACTORY

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UNSATISFACTORY

SECTION H - AUTHENTICATION
(Individual Conducting Inspection)

NAME

GRADE

TITLE

ORGANIZATION